

Cases of Pronoun

Personage of Pronouns	فاعلی حالت Subjective Case	ملکیتی حالت Possessive Case	مفعولی حالت Objective Case
First Person Pronouns	I	My	Me
	We	Our	Us
Second Person Pronouns	You	Your	You
Third Person Pronouns	He	His	Him
	She	Her	Her
	They	Their	Them
	It	Its	It

Direct & Indirect Narration

کسی شخص کی بات کو دوسروں کے سامنے بیان کرنے کے دو طریقے ہیں۔

1. Direct speech

2. Indirect speech

- 1- بات کرنے والے الفاظ کو ہو بہو ہرایا جائے اس کو روایت لفظی direct speech یعنی کلام بلا واسطہ کہتے ہیں۔
- 2- بات کرنے والے کے الفاظ کو اس طرح اپنے الفاظ میں پیش کیا جائے کہ اصل مفہوم میں فرق نہ آئے اس کو روایت معنوی indirect speech یعنی کلام بالواسطہ کہتے ہیں۔
- 3- پہلی قسم ڈائریکٹ سپیچ فقرات کے دو حصے ہوتے ہیں۔

(i) commas سے باہر والے حصے کو reporting speech (رپورٹنگ سپیچ) کہا جاتا ہے۔

(ii) commas کے اندر والے حصے کو reported speech (رپورٹڈ سپیچ) کہا جاتا ہے۔

He said to me,

"I am doing my work"

(reporting speech) رپورٹنگ سپیچ

(reported speech) رپورٹڈ سپیچ

ڈائریکٹ سپیچ کو ان ڈائریکٹ میں تبدیل کرنے کے لئے پانچ تبدیلیاں ہو سکتی ہیں۔

- 1- Reporting verb کا بدلنا
- 2- commas کو ختم کرنا
- 3- pronouns اسم ضمیر کا بدلنا
- 4- tenses کا بدلنا
- 5- change of certain words مختلف الفاظ کا بدلنا

رہنمہ Pronoun کا نام لیا گیا ہے اس کے لئے اسم ضمیر کی حالتوں "cases" کا جاننا بھی ضروری ہے۔ جو درج ذیل ہے۔

3. Changes in the Personal Pronouns (اسم ضمیر کا بدلنا)

(i) دوسرے حصے 'رپورٹڈ سٹیج' کے تمام فرسٹ پرسنز I, me, my, mine, we, our, ours, us وغیرہ پہلے حصے 'رپورٹنگ سٹیج' کے فاعل کے مطابق بدلیں گے یعنی

1st person changes according to the subject of reporting speech.

1. She says to me, "I am a good teacher." (Direct)
She tells me that she is a good teacher. (Indirect)
2. He says, "I live in Multan." (Direct)
He says that he lives in Multan. (Indirect)
3. She says, "I am learning my lesson." (Direct)
She says that she is learning her lesson. (Indirect)
4. They say, "We are going to school." (Direct)
They say that they are going to school. (Indirect)

(ii) دوسرے حصے 'رپورٹڈ سٹیج' کے تمام سیکنڈ پرسنز You, Your, Yours پہلے حصے 'رپورٹنگ سٹیج' کے مفعول کے مطابق بدلیں گے یعنی

1. She says to him, "You are not a good teacher." (Direct)
She tells him that he is not a good teacher. (Indirect)
2. I say to him, "You are a good student." (Direct)
I tell him that he is a good student. (Indirect)
3. They say to us, "We love you all." (Direct)
They tell us that they love us all. (Indirect)
4. I say to him, "Your father is a poet." (Direct)
I tell him that his father is a poet. (Indirect)

نوٹ نمبر 1۔ اگر فقرے کے پہلے حصے میں مفعول نہ ہو تو دوسرے حصے کے Second person یعنی you, your, yours وغیرہ کو تبدیل کرنے کے اصول حسب ذیل ہیں۔

(A) 2nd person کو first person یا third person میں تبدیل کر دیا جاتا ہے مثلاً

1. He says, "You are doing your home work." (Direct)
He says that I am doing my home work. (Indirect)
2. He says, "You are a good boy." (Direct)
He says that I am a good boy. (Indirect)

(B) اگر فقرے کے پہلے حصے کا فاعل first person ہو اور مفعول نہ دیا گیا ہو وہاں خود سے I یا me فرض کر کے اسی کے مطابق تبدیلی لائیں۔

1. He says, "I am doing my homework." (Direct)
He says that he is doing his homework. (Indirect)
2. He says, "You are good students." (Direct)
He says that We are good students. (Indirect)

(iii) دوسرے حصے کے تمام تھرڈ پرسنز it, its, one, one's, they, he, she, them, his, her پر سب سے پہلے تبدیلی نہیں ہوگی۔

1. He says to me, "She is a good teacher." (Direct)
He tells me that she is a good teacher. (Indirect)

2. He says, "One should do one's duty." (Direct)
He says that one should do one's duty. (Indirect)
3. He says, "It is a very fine day." (Direct)
He says that it is a very fine day. (Indirect)
4. I say to you, "They are reaching soon." (Direct)
I tell you that they are reaching soon. (Indirect)

(A) فرسٹ پرسن لفظ "SON" کے پہلے حرف S یعنی Subject کے مطابق بدلے گا۔ جس کا مطلب ہے۔

1st person according to the subject.

(B) سکیئنڈ پرسن لفظ "SON" کے دوسرے حرف O یعنی Object کے مطابق بدلے گا۔ جس کا مطلب ہے۔

2nd person according to the object.

نوٹ:- ان دونوں صورتوں میں case یعنی ضمیر کی حالت نہیں بدلے گی۔

(C) تھرڈ پرسن لفظ "SON" کے تیسرے حرف N کے مطابق بدلے گا۔

"No change"

(iv) اگر دوسرے حصے میں کوئی نام آجائے جسے خطاب کیا گیا ہو تو انڈائرکٹ میں وہ پہلے حصے کا مفعول بن جاتا ہے۔

1. I say, "Ali, you are a cheat." (Direct)
I say to Ali that he is a cheat. (Indirect)
2. He says, "Abid, I am going." (Direct)
He says to Abid that he is going. (Indirect)

(v) بعض اوقات یہ واضح نہیں ہوتا کہ فقرے میں You کی حالت فاعلی ہے یا مفعولی کیونکہ دونوں حالتیں ایک جیسی ہیں۔ عام پہچان یہ ہے کہ اگر You

فعل سے قبل ہو تو فاعلی حالت اور اگر فعل کے بعد تو مفعولی حالت ہوگی۔

1.	You will write a letter.	You کی فاعلی حالت ہے۔
2.	I shall help you.	You کی مفعولی حالت ہے۔

EXERCISE NO. 1

1. He says to me, "I have locked your gate."
2. You say to him, "You have solved my problem".
3. They say to us, "We are reading your books."
4. She says to him, "You are my brother."
5. I say, "Ali, you have done well."
6. They say to their leader, "You are abusing us."
7. She says to you, "She is quarrelling with my brother."
8. You say to me, "You did not take tea."
9. We say to him, "You are misusing your father's money".
10. We say to them, "You are our teacher."
11. Ali says, "One should respect one's elders."
12. He says, "It is raining heavily."
13. Ali says, "Tahir, I am going."

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14. They say to us, "We are your neighbours."
15. I say, "He has done his duty."

4. Change In Tenses (زمانہ کی تبدیلی)

اصول نمبر 1۔ اگر رپورٹنگ پیسج یعنی فقرے کے پہلے حصے میں حال مطلق Present Indefinite یا مستقبل مطلق Future Indefinite استعمال کیا گیا ہو تو انڈازیکٹ میں تبدیل کرتے وقت فقرے کے دوسرے حصے یعنی (رپورٹنگ پیسج) کے Tense میں کوئی تبدیلی نہیں کی جاتی، البتہ اسم ضمیر پہلے بتلائے گئے اصولوں کے مطابق تبدیل کیے جاتے ہیں۔ مثلاً

He says, "I go to school." (Direct)
He says that he goes to school. (Indirect)
He will say, "I went to school." (Direct)
He will say that he went to school. (Indirect)

اصول نمبر 2۔ اگر پہلا حصہ (رپورٹنگ پیسج) ماضی میں ہو اور دوسرے حصے (رپورٹنگ پیسج) میں کوئی عالمگیر سچائی، حقیقت یا رسم و رواج پایا جائے تو پھر بھی دوسرے حصے کا زمانہ تبدیل نہیں ہوتا بلکہ صرف Commas ہٹا کر that لگا دیا جاتا ہے۔ مثلاً

1. He said "Honesty is the best policy." (Direct)
He said that honesty is the best policy. (Indirect)
2. I said, "The earth is round" (Direct)
I said that the earth is round. (Indirect)

اصول نمبر 3۔ اگر پہلا حصہ ماضی ہو تو دوسرے حصے کے ماضی مطلق (Past Indefinite) (verb کی پہلی فارم) کو ماضی مطلق Past Indefinite (verb کی دوسری فارم) میں تبدیل کیا جاتا ہے۔

1. He said, "I write a letter." (Direct)
He said that he wrote a letter. (Indirect)

اصول نمبر 4۔ اگر پہلا حصہ ماضی ہو تو دوسرے حصے کے ماضی مطلق (Past Indefinite) (verb کی دوسری فارم) کو ماضی مکمل Past Perfect (verb کی تیسری فارم) سے پہلے had میں بدل جاتا ہے۔ مثلاً

1. He said, "I wrote a letter." (Direct)
He said that he had written a letter. (Indirect)

اصول نمبر 5۔ باقی تمام فقروں کو جن میں verb کی فارم سے پہلے امدادی فعل استعمال کیا گیا ہو انڈازیکٹ پیسج سے انڈازیکٹ پیسج میں تبدیل کرنے کیلئے صرف امدادی فعل تبدیل کرنا پڑتا ہے۔ بشرطیکہ انڈازیکٹ پیسج کا پہلا حصہ (رپورٹنگ پیسج) ماضی میں ہو۔ مثلاً

Change in Tenses

	From	To
1.	Is, am, are	Was, were
2.	Was, Were	Had been
3.	Will, shall	Would
4.	Can	Could
5.	May	Might

6.	Has, Have	Had
7.	Do, Does,	Did
8.	Did	Had + past participle (3 rd verb)
9.	Root form of Verb (1 st verb)	Participle (2 nd verb)
10.	Participle (2 nd verb)	Had + past participle (3 rd verb)

Change in certain Words

	From	To
1.	This	That
2.	Now	Then
3.	Here	There
4.	Thus	So
5.	Today	That day
6.	Tomorrow	The next day
7.	Yesterday	The day before / The previous day
8.	Last Night	The night before / Previous night
9.	Ago	Before
10.	Tonight	That night

1. all right, hello, well, yes, no وغیرہ کو ختم کر دیا جاتا ہے۔
2. good morning, good afternoon, good noon یا good evening کو ختم کر دیا جاتا ہے۔ اور said کی جگہ greeted لکھا جاتا ہے اور greeted کے فوراً بعد مفعول (جس کو سلام کیا گیا ہو اس کا نام) لکھا جاتا ہے مثلاً
He said, "Uncle, good morning." (Direct)
He greeted his uncle. (Indirect)
3. Good bye, Good night اور Farewell تبدیل نہیں ہوتے ایسے فقرات میں said کے فوراً بعد good night یا good bye یا farewell لکھ دیا جاتا ہے۔ ایسے فقرات میں that استعمال نہیں ہوتا بلکہ اس کی جگہ To اور اس کے فوراً بعد اس کا نام لکھا جاتا ہے جس کو سلام یا خدا حافظ کہا گیا ہو مثلاً
She said, "Good night, mother." (Indirect)
She said good night to mother. (Indirect)
4. Madam یا Sir کو respectfully میں تبدیل کیا جاتا ہے۔
respectfully کو ہمیشہ that سے پہلے لکھا جاتا ہے چاہے Sir یا Madam فقرے کے اختتام پر ہی کیوں نہ آئے ہوں مثلاً
1. She said, "Madam, This is difficult." (Direct)
She said respectfully that that was difficult. (Indirect)
2. They said to the teacher, "These books are ours, Sir." (Direct)
They said to the teacher respectfully that those books were theirs.

5۔ ایسے الفاظ جن سے کسی شخص کو پکارا جائے یا وہ کہنے والے کے جذبات کی ترجمانی کرے ہوں انہیں برقرار رکھا جاتا ہے مثلاً

He said, "Fool, you are wasting your time." (Direct)

He called him fool and told that he was wasting his time. (Indirect)

6۔ اگر فقرے کے پہلے حصے میں کوئی مفعول نہ ہو تو say یا said کو تبدیل نہیں کیا جاتا اگر مفعول دیا گیا ہو تو say یا said تبدیل ہوتے ہیں۔

EXERCISE NO. 2

1. He said, "I can write a letter."
2. You said, "I could write a letter."
3. He said, "I write a letter."
4. He said, "I am writing a letter."
5. You said, "I wrote a letter."
6. They said, "We have written letters."
7. He said, "I have been writing a letter."
8. You said, "We should write letters."
9. He said, "I was writing a letter."
10. He said, "I had written a letter."

EXERCISE NO. 3

1. He says, "I attend the classes."
2. I shall say, "He did not help me."
3. My mother said, "The earth revolves round the sun."
4. You said to me, "I am making tea for you."
5. They said, "We have posted the letter."
6. We said to him, "You did not obey your parents."
7. Ali said to Anwar, "My teacher was teaching us."
8. My sister said to me, "You should reach in time."
9. They said to you, "We shall accompany you to Lahore."
10. He said, "We were reciting the Holy Quran."

EXERCISE NO. 4

1. He said, "All right, I should leave now."
2. They said, "Uncle, Good day."
3. He said, "Hellow Naveed, You are my chum."
4. She said, "I went there yesterday, Madam."
5. He said, "Yes, I have taken tea."
6. I said, "Well, It is very hot today."
7. You said, "No, I have not taken the examination this year, Sir."
8. I said, "Hellow, It is your duty now to finish these books."
9. Zubair said, "Sir, I am to leave tomorrow."

10. Naveed said to Alya, "Yes, I shall marry you this year."

نوٹ:- اسم ضمیر (Pronouns) زمانے (tenses) اور مقررہ الفاظ کے بدلنے کا طریقہ تفصیلاً بیان کر دیا گیا ہے۔ اب تمام قسم کے فقروں کو ڈائریکٹ سٹیج سے انڈائریکٹ سٹیج میں بدلنے کیلئے commas اور said to پر بحث ہوگی۔

1. Assertive Sentences (بیانیہ۔ خبریہ جملے)

ایسے فقرات جن میں کسی بات کے ہونے یا نہ ہونے کی خبر دی گئی ہو یا جن کا دوسرے جملے کا فاعل یعنی he, she, it, I, we, you, they یا کسی نام سے شروع ہو۔ مثلاً انھیں بیانیہ یا خبریہ جملے کہتے ہیں۔

1. He said to me, "I am waiting for you." (Direct)
He told me that he was waiting for me. (Indirect)
2. He said, "I did not take tea." (Direct)
He told me that he had not taken tea. (Indirect)
3. He says, "I go to school on foot." (Direct)
He says that he goes to school on foot. (Indirect)

تبدیلیاں (Changes)

- 1- اگر رپورٹنگ سٹیج (Reporting Speech) کے فعل (verb) کے بعد مفعول نہ ہو تو Reporting Speech کے فعل (verb) کو tell, told وغیرہ میں نہیں بدلتے بلکہ ویسے ہی لکھ دیتے ہیں جو پہلے موجود ہو۔
 - 2- 'commas' کو ختم کر کے that لگایا جاتا ہے۔
- نوٹ:- "Tell" یا "told" کے بعد "to" ہرگز استعمال نہیں ہوتا۔

Solved Exercise

(Page No. 171 of New English Grammar of the Punjab Text Book Board)

1. She said, "I like clouds in the sky." (Direct)
She said that she liked clouds in the sky. (Indirect)
2. He said, "I am unwell." (Direct)
He said that he was unwell. (Indirect)
3. He said to her, "I live in this building." (Direct)
He told her that he lived in that building. (Indirect)
4. They said, "Our teacher is on leave." (Direct)
They said that their teacher was on leave. (Indirect)
5. Arif and Ayesha said to their mother, "We like mangoes." (Direct)
Arif and Ayesha told their mother that they liked mangoes. (Indirect)
6. She said, "I am helping my mother in the kitchen." (Direct)
She said that she was helping her mother in the kitchen. (Indirect)
7. He said, "I am watering the plants in the garden." (Direct)
He said that he was watering the plants in the garden. (Indirect)
8. Afshan said, "I am sewing mother's shirt." (Direct)
Afshan said that she was sewing mother's shirt. (Indirect)

9. He said, "They are not doing their duty well." (Direct)
He said that they were not doing their duty well. (Indirect)
10. He said to me, "You are not running fast." (Direct)
He told me that I was not running fast. (Indirect)
11. They said, "We have done our duty." (Direct)
They said that they had done their duty. (Indirect)
12. The teacher said to us, "You have not completed your drawing." (Direct)
The teacher told us that we had not completed our drawing. (Indirect)
13. She said, "They have not eaten their meals." (Direct)
She said that they had not eaten their meals. (Indirect)
14. The teacher said, "I have often told you not to play with fire." (Direct)
The teacher said that he had often told me not to play with fire. (Indirect)
15. My brother said to me, "You have missed the point completely." (Direct)
My brother told me that I had missed the point completely. (Indirect)
16. He said, "I completed my drawing half an hour ago." (Direct)
He said that he had completed his drawing half an hour before. (Indirect)
17. She said, "I did not go to school yesterday." (Direct)
She said that she had not gone to school the previous day. (Indirect)
18. He said, "She sang a beautiful ghazal at the concert last night." (Direct)
He said that she had sung a beautiful ghazal at the concert the previous night. (Indirect)
19. She said, "He rang me up at twelve midnight." (Direct)
She said that he had rung her up at twelve midnight. (Indirect)
20. He said, "The boys did not put up a good show last night." (Direct)
He said that the boys had not put up a good show the previous night. (Indirect)
21. She said, "I shall never do such a thing." (Direct)
She said that she would never do such a thing. (Indirect)
22. Afshan said, "They will wait for us for an hour only." (Direct)
Afshan said that they would wait for them for an hour only. (Indirect)
23. They said, "We shall never make a promise we cannot fulfil." (Direct)
They said that they would never make a promise they could not fulfil. (Indirect)
24. He said, "I shall explain this to you only if you listen to me with patience." (Direct)
He said that he would explain that to me only if I listened to him with patience. (Indirect)
25. He said, "I hope you will not repeat this mistake." (Direct)
He said that he hoped he would not repeat that mistake. (Indirect)

EXERCISE NO. 5

1. He says to her, "Your brother can read French fluently."
2. They will say to us, "Your teacher will take our class."
3. I said to him, "You should act upon my advice."

4. She said to me, "I have read the book."
5. You said to them, "My house is near your college."
6. He said to me, "I shall drive your car."
7. Our teacher said to us, "God helps those who help themselves."
8. "Yes father," said Ali, "I beat the dog but I am sorry for that."
9. She says, "I shall attend the meeting tomorrow."
10. Akram said to me, "I am always ready to help you in English."

2. Interrogative Sentences (سوالیہ فقرات)

سوالیہ فقرات کی دو قسمیں ہوتی ہیں۔ (۱) سادہ سوالیہ (۲) ڈبل سوالیہ

(۱) سادہ سوالیہ: جو کسی امدادی فعل یعنی shall, do, does, did, is, am, are, can, could, has, have, had, was, were, will وغیرہ سے شروع ہوں۔

تبدیلیاں (Changes)

- (i) said to کو asked یا inquired میں بدل دیا جاتا ہے۔
- (ii) commas کو ختم کر کے 'if' یا 'whether' لگایا جاتا ہے۔
- (iii) فقرہ کی سوالیہ طرز کو بدل کر بیانیہ بنا دیا جاتا ہے۔ یعنی امدادی فعل فاعل کے بعد آ جاتا ہے اور فقرے کے آخر میں سوالیہ نشان کی بجائے full stop لگایا جاتا ہے۔

1. He said, "Are you busy?" (Direct)
He asked if I was busy. (Indirect)
2. I said, "Have you done your duty?" (Direct)
I inquired if he had done his duty. (Indirect)

(۲) ڈبل سوالیہ: جو فقرات "Wh" والے سوالیہ الفاظ where, what, when, why, how وغیرہ سے شروع ہوں۔

- (i) "said to" کو inquired of میں تبدیل کیا جاتا ہے۔
- (ii) commas کو ختم کر کے How, Where, What, Why وغیرہ جو پہلے موجود ہوں لفظ لگا دیتے ہیں۔
- (iii) فقرہ کی سوالیہ نوعیت کو بدل کر بیانیہ بنا دیا جاتا ہے۔ یعنی سوالیہ نشان کی بجائے Full stop لگایا جاتا ہے۔
- (iv) اگر کوئی فقرہ do یا does لگا کر سوالیہ بنایا گیا ہو تو Indirect میں do یا does کو ختم کر دیا جاتا ہے اور فاعل کے بعد verb کی دوسری فارم استعمال کی جاتی ہے۔ مثلاً

1. He asked, "Does he write a letter?" (Direct)
He asked if he wrote a letter. (Indirect)
- (v) اگر کوئی فقرہ did لگا کر سوالیہ بنا دیا گیا ہو تو Indirect میں did کو ختم کر کے فاعل کے بعد had لگاتے ہیں اور فعل کی تیسری فارم استعمال کی جاتی ہے۔ مثلاً

1. She said to me, "Did you pluck flowers?" (Direct)
She inquired me whether I had plucked flowers. (Indirect)
1. He said, "Why are you laughing?" (Direct)
He asked why he was laughing. (Indirect)

She said to me, "How old are you?" (Direct)

She inquired me how old I was. (Indirect)

Solved Exercise

(Page No. 172 of New English Grammar of the Punjab Text Book Board)

1. She said, "Is this your book?" (Direct)

She asked me if that was my book. (Indirect)

2. He said, "Do you have any share in this firm?" (Direct)

He asked if I had any share in that firm. (Indirect)

3. They said, "Have you ever visited Murree Hills?" (Direct)

They asked if I had ever visited Murree Hills. (Indirect)

4. He said, "Aren't you ashamed of yourself?" (Direct)

He asked if I was not ashamed of myself. (Indirect)

5. The teacher said, "Did you do your home task yesterday?" (Direct)

The teacher asked I had done home task the previous day. (Indirect)

The mother said, "Didn't I ask you not to go there?" (Direct)

The mother asked if she had not asked me not to go there. (Indirect)

Rehana said to me, "Will you stop interfering in my work?" (Direct)

Rehana asked me if I would stop interfering in her work. (Indirect)

The mother said, "Shall we invite the Qureshis also?"

The mother asked if they would invite the Qureshis also.

Adnan said, "Had you left Karachi before writing this letter?"

Adnan asked if I had left Karachi before writing that letter.

The judge said, "Have you anything more to say?" (Direct)

The judge asked if I had anything more to say. (Indirect)

He said, "What do you want me to do?" (Direct)

He asked what I wanted him to do. (Indirect)

The mother said, "How did you fail in your examination?" (Direct)

The mother asked how I had failed in my examination. (Indirect)

Raza said, "Where are you going?" (Direct)

Raza asked where I was going. (Indirect)

The teacher said, "Whose is this book?" (Direct)

The teacher asked whose that book was. (Indirect)

The teacher said, "Who is the author of this book?" (Direct)

The teacher asked who the author of that book was. (Indirect)

The stranger said to me, "which was the way to the Shalimar Gardens". (Direct)

The stranger asked me which the way to the Shalimar Gardens was. (Indirect)

The manager said, "How do you propose to solve this problem?" (Direct)

The manager asked me how I proposed to solve that problem. (Indirect)

18. The boy said, "What do you want me to do?" (Direct)
The boy asked what I wanted him to do. (Indirect)
19. The pupil said, "Where have I eased?" (Direct)
The pupil asked where he had eased. (Indirect)
20. The teacher said, "Who is next on list?" (Direct)
The teacher asked who next on the list was. (Indirect)

EXERCISE NO. 6

1. She said, "Will you help me in my distress?"
2. He said to his wife, "Why did you beat the baby?"
3. I said to them, "Did you see the lion in the jungle?"
4. I said to him, "Have you consulted the doctor?"
5. You said to her, "Which book do you like the most?"
6. He said to me, "Have you attempted all the questions?"
7. He said to me, "When did you buy this house?"
8. Ali said to Najma, "Why did you not iron my shirt?"
9. The stranger said to me, "Can you show me the way to the market?"
10. He said to you, "How far is Karachi from Lahore?"

3. Imperative Sentences (حکمیہ فقرات)

وہ فقرات جن میں کوئی حکم دیا جائے درخواست نصیحت یا منع کرنا پایا جائے۔ ایسے فقرے ہمیشہ فعل کی پہلی حالت سے شروع ہوتے ہیں ان فقروں میں فاعل نہیں ہوتا۔ یہ فقرات، Never, Do not, Please, Always, سے شروع ہوتے ہیں۔ ان کو مندرجہ ذیل مثالوں کے مطابق کیا جاتا ہے۔

تبدیلیاں (Changes)

(i) "Said" کو "reported speech" کے مطابق بدلنا پڑتا ہے۔

(A) اگر حکم دیا گیا ہو تو "ordered" میں۔

(B) التجا یا درخواست کی گئی ہو تو "requested" میں۔

(C) اگر نصیحت کی گئی ہو تو "advised" میں تبدیل کر دیا جاتا ہے۔

(D) اگر منع کیا گیا ہو تو "forbade" میں تبدیل کر دیا جاتا ہے۔

(ii) commas کو ختم کر کے "to" لگایا جاتا ہے۔ "to" کے بعد ہمیشہ فعل کی "1st" فارم لگائیں۔

(iii) جن فقروں میں التجا کی گئی ہو ان میں سے kindly یا please وغیرہ ختم کر دیے جاتے ہیں۔

1. He said to me, "Please show me the way to the market." (Direct)
He requested me to show him the way to the market. (Indirect)
1. He said, "Get out." (Direct)
He ordered to get out. (Indirect)
2. He said, "Please give me your pen." (Direct)
He requested to give him his pen. (Indirect)

He said, "Do not waste your time." (Direct)

He forbade to waste my time. (Indirect)

He said, "Do not tell a lie." (Direct)

He advised not to tell a lie. (Indirect)

He said, "Wait here till I return." (Direct)

He requested to wait there till he returned. (Indirect)

5۔ اگر فقرہ کا ایک حصہ منفی ہو اور دوسرا مثبت ہو تو منفی والے حصے میں not to لگایا جاتا ہے اور مثبت حصے میں صرف to لگایا جاتا ہے۔ مثلاً

1. He said to me, "Work hard and do not waste time." (Direct)

He ordered me to work hard and not to waste time. (Indirect)

2. He said to me, "Do not make a noise and keep quiet." (Direct)

He ordered me not to make a noise and to keep quiet. (Indirect)

6۔ اگر فقرہ when یا If سے شروع ہو تو Indirect میں اس کی ترتیب تبدیل کر دی جاتی ہے مثلاً

He said to me, "When you go to bazar, buy a new pen for me." (Direct)

He requested me to buy a new pen for him when I go to bazar. (Indirect)

Let کا استعمال

'Let' دو معانی میں استعمال ہوتا ہے A۔ تجویز کیلئے B۔ اجازت کیلئے۔

(A) اگر "Let" تجویز کے معنی میں استعمال ہوا ہو تو

(i) "said" کو suggested یا proposed میں بدلا جاتا ہے۔ (ii) commas کو ختم کر "that"

(iii) فاعل کے بعد "should" لگایا جاتا ہے۔ اگر مفعول بھی دیا گیا ہو تو said کو suggested یا proposed میں بدلا جاتا ہے۔ مثلاً

He said, "Let us go to the river." (Direct)

He proposed that they should go to the river. (Indirect)

He said, "Let us go for a walk." (Direct)

He proposed that they should go for a walk. (Indirect)

(B) لیکن اگر "Let" اجازت طلب کرنے کے معنی میں استعمال ہوا ہو تو

(i) "said" کو requested میں بدلا جاتا ہے۔ (ii) commas ختم کر کے "to" لگایا جاتا ہے۔ مثلاً

He said, "Let me go home." (Direct)

He requested to let him go home. (Indirect)

2. He said, "Let me do my work." (Direct)

He requested to let him do his work. (Indirect)

Solved Exercise

(Page No. 173 of New English Grammar of the Punjab Text Book Board)

1. He said to his sister, "Please say something." (Direct)

He requested his sister to say something. (Indirect)

2. She said to her friend, "Please have dinner with me tomorrow at eight." (Direct)

She requested her friend to have dinner with her the next day at eight. (Indirect)

3. The judge said, "Call the next witness." (Direct)
The judge ordered to call the next witness. (Indirect)
4. Farhan said to his uncle, "Please help me in getting some job." (Direct)
Farhan requested his uncle to help him in getting some job. (Indirect)
5. The doctor said to the patient, "Take complete rest and follow my direction." (Direct)
The doctor advised the patient to take complete rest and follow his direction. (Indirect)
6. The teacher said to the pupil, "Read the paragraph and explain it in simple English." (Direct)
The teacher ordered the pupil to read the paragraph and explain it in simple English. (Indirect)
7. The mother said to her daughter, "Please tidy up your room." (Direct)
The mother advised her daughter to tidy up her room. (Indirect)
8. She said to me, "Do not waste your time in idle talk." (Direct)
She advised me not to waste my time in idle talk. (Indirect) OR
She forbade me to waste my time in idle talk.
9. The father said to his son, "Get up early in the morning and go for a walk." (Direct)
The father advised his son to get up early in the morning and go for a walk. (Indirect)
10. Afshan said, "Let us go for a picnic on Friday." (Direct)
Afshan suggested that they should go for a picnic on Friday. (Indirect)
11. He said to his friend, "Please lend me your bike for a day." (Direct)
He requested his friend to lend him his bike for a day. (Indirect)
12. He said to her, "Please fetch me a glass of water." (Direct)
He requested his friend to fetch him a glass of water.. (Indirect)
13. The master said to the servant, "Go and fetch me a glass of milk." (Direct)
The master ordered the servant to go and fetch him a glass of milk. (Indirect)
14. The father said to his son, "Do not leave this room without my permission." (Direct)
The father ordered his son not to leave that room without his permission. (Indirect)
15. She said to them, "Let us not deceive ourselves." (Direct)
She suggested them that they should not deceive themselves. (Indirect)

EXERCISE NO. 7

1. The officer said to the candidates, "Prepare well for the interview."
2. He said to me, "Keep quiet and do not make a noise."
3. The servant said to me, "Kindly grant me leave for one week."
4. The mother said to Akram, "Do not tell a lie and obey your elders."
5. The captain said, "Start the game at once and try to win the match."
6. They said, "Let us respect our teachers."
7. You said to the servant, "Fetch me a glass of water."
8. She said, "Let me go home before dusk."
9. The old beggar said, "Do not tease me."

"Run at once," I said to Ali, "or you will miss the van."

4. Optative Sentences (دعاۓ فقرات)

وہ فقرات جن میں کوئی دعا یا بدعا کی جائے / خواہش یا حسرت کا اظہار ہو۔

تبدیلیاں (Changes)

(i) "said" کو "Reported Speech" کے مطابق بدلا جاتا ہے۔

(A) اگر دعا دی جائے تو "prayed" میں اگر مفعول موجود ہو تو prayed for میں

(B) خواہش پائی جائے تو "wished" میں اور اگر مفعول موجود ہو تو wished for میں

(C) اگر بد دعا دی جائے تو cursed میں۔ اگر مفعول موجود ہو تو cursed for میں تبدیل کرتے ہیں۔

(D) اگر حسرت یعنی کاش پایا جائے تو wished میں بدلیں اور would that کو ختم کر دیں۔

(ii) commas کو ختم کر کے that لگائیں۔

(iii) دعاۓ فقروں کو تبدیل کرنے سے قبل ان کو سادہ بنانا ضروری ہے۔ مثلاً

"May you live long!" (Direct) You may live long. (Single)

(iv) فقرے کے آخر میں Sign of Exclamation ختم کر کے full stop لگائیں۔

He said, "May you live long!" (Direct)

He prayed that I might live long. (Indirect)

He said to me, "May you get the first prize!" (Direct)

He wished for me that I might get the first prize. (Indirect)

He said to me, "May you go to the hell!" (Direct)

He cursed for me that I might go to the hell. (Indirect)

He said, "Would that I had succeeded!" (Direct)

He wished that he had succeeded. (Indirect)

EXERCISE NO. 8

1. I said, "May you win the prize!"
2. She said, "May you go to the hell!"
3. The beggar said angrily, "May you suffer a loss!"
4. He said to me, "May you lead a happy married life!"
5. They said, "Would that we were born with a silver spoon in mouth!"
6. The father said, "May my son pass the examination!"
7. The mother said, "May my daughter make no mistake!"
8. I said, "I wish, I were the Prime Minister of Pakistan!"
9. You said to me, "May your business prosper!"
10. Anwer said, "May it rain heavily today!"

5. Exclamatory Sentences (ندائیہ فقرات)

دعوات جن میں خوشی، غمی، حسرت یا تعجب کا بے ساختہ اظہار کیا گیا ہو۔

تبدیلیاں (Changes)

(i) "said" کو Reported Speech کے مفہوم کے مطابق بدلا جاتا ہے۔

(A) خوشی کا اظہار ہو تو joyfully exclaimed یا exclaimed with joy میں

(B) غم کا اظہار ہو تو sorrowfully exclaimed یا exclaimed with sorrow میں

(C) حیرت کا اظہار ہو تو wonderfully exclaimed یا exclaimed with wonder میں بدلا جاتا ہے۔

(ii) well done, brave, hurrah, aha, alas, oh, buck up وغیرہ کو ختم کر دیا جاتا ہے۔

(iii) How اور What کو very میں تبدیل کر دیا جاتا ہے۔

(iv) commas کو ختم کر کے that لگایا جاتا ہے۔

(v) حیرت ظاہر کرنے والے فقروں کو انڈیکٹ میں تبدیل کرنے سے پہلے سادہ ضرور بنائیں۔ مثلاً

1. He said, "Hurrah! I have passed." (Direct)
He exclaimed with joy that he had passed. (Indirect)
2. He said, "Alas! My son had failed." (Direct)
He exclaimed with sorrow that his son had failed. (Indirect)
3. He said, "How beautiful the bird is!" (Direct)
He exclaimed with wonder that the bird was very beautiful. (Indirect)

Solved Exercise

(Page No. 174 of New English Grammar of the Punjab Text Book Board)

1. She said to her father, "May you live long." (Direct)
She prayed that her father might live long. (Indirect)
2. She said, "May you prosper." (Direct)
She prayed that I might prosper. (Indirect)
3. The mother said to her daughter, "May God bless you with a son." (Direct)
The mother prayed for her daughter that God might bless her with a son. (Indirect)
4. She said, "Would that my father were alive!" (Direct)
She wished that her father had been alive. (Indirect)
5. The mother said to her son, "May you return successful!" (Direct)
The mother prayed for her son that he might return successful. (Indirect)
6. She said, "What a beautiful piece of art!" (Direct)
She exclaimed with wonder that the piece of art was very beautiful. (Indirect)
7. He said, "How well she sings!" (Direct)
He exclaimed with wonder that she sang very well. (Indirect)
8. He said, "Alas! We cannot defeat our enemies." (Direct)
He exclaimed with sorrow that they could not defeat their enemies. (Indirect)

9. She said, "What a pity! you missed that function!" (Direct)
She exclaimed with sorrow that I had missed that function. (Indirect)
10. He said, "Hurrah! I have won the medal." (Direct)
He exclaimed with joy that he had won the medal. (Indirect)

EXERCISE NO. 9

1. I said, "Hurrah! My son has been successful."
2. She said, "What a fine day today is!"
3. We said to them, "Bravo! You did your work nicely."
4. I said to him, "What a stupid fellow you are!"
5. The teacher said, "Buck up! Your performance is satisfactory."
6. The peon said, "Alas! My sons are very lazy and can ruin me soon."
7. You said to me, "What a clever fellow you are!"
8. She said, "Oh! I have lost my purse!"
9. I said, "How beautifully the bird sings!"
10. She Said, "Would that I were born of rich parents!"

Exercises for Practice

EXERCISE NO. 1

1. He says to me, "I am going to Lahore."
2. She says to him, "I am not feeling well today."
3. They say to her, "Have you completed your work?"
4. Our teacher said, "Truth is always green."
5. I said to her, "What is your name?"
6. He said, "Hurrah! I have won the trophy."
7. He will say to me, "Where do you live?"
8. She said to the servant, "Have you gone mad?"
9. My friend said, "Alas! I am undone."
10. He said to his friend, "You are an expert driver."

EXERCISE NO. 2

1. She says, "I help the poor."
2. She says, "I say my prayers regularly."
3. He says, "I am a good player."
4. The boy said, "Alas! I have lost all the money."
5. The woman said, "Alas! The hen is dead."
6. The driver said to her, "Please get into the car."
7. I said to him, "You are a stupid fellow."
8. The servant said to her, "I shall not come tomorrow."
9. My father said, "Allah is Great."
10. Our headmaster said to us, "Work hard."

EXERCISE NO. 3

1. The teacher said to me, "You should not be proud of your rude behaviour."
2. You said to Aslam, "I am happy to welcome you to my house."
3. The boy said, "Please, teacher, allow me to leave the room."
4. He said, "God bless you! You are a kind man."
5. He said to his servant, "Fetch me a glass of water."
6. I say to him, "What is your next plan?"
7. He said to the prince, "May you live long!"
8. He said, "Let us go to the river."
9. He said, "Let me do my duty."
10. She said, "May my son prosper".

EXERCISE NO. 4

1. He said to me, "Please do not run so fast."
2. She said, "Alas! How foolish I have been."
3. I said to her, "May you succeed in your life."
4. I said to him, "May you live long!"
5. My father said to me, "Speak the truth."
6. He said, "Man is mortal."
7. The boy said to his sister. "Please make tea for me."
8. She said to her sister. "Work hard if you want to get good marks."
9. He said to his friend, "Don't be silly."
10. The patient said, "Good morning, doctor, can you spare a few minutes?"

EXERCISE NO. 5

1. She said, "My dear mother, good-bye."
2. She says, "I have spoken the truth now."
3. He said, "God helps those who help themselves."
4. The children shouted, "Hurrah! The mother has come."
5. "Good morning Madam" said Najma to the old lady."
6. He said to me, "Why did you steal my pen?"
7. He said to me, "I shall go to Islamabad on Monday."
8. The stranger said to me, "Where does this road lead?"
9. Shehzad said to Ali, "When will your sister return from England."
10. My elder brother said to me, "Sit here and read your book."

EXERCISE NO. 6

1. His mother said to Ali, "Do not play with the fire."
2. He said to Nimroz, "Virtue is its own reward."
3. The boy said, "Hurrah! I have won the prize."

4. He said to his friend, "Nishat is suffering from fever."
5. Anjum said to me, "What is the time by your watch?"
6. He said to me, "Please sit down".
7. He said to me, "I will come to see you tomorrow."
8. Najam said to you, "You must take exercise."
9. I said to him, "What is your next plan?"
10. He said, "I wandered here and there."

EXERCISE NO. 7

1. He said to the beggar, "Get out of my house, at once."
2. He said to me, "Let me do my duty."
3. She said, "I am not in the habit of telling lies."
4. I said to him, "Please give me this pen."
5. The old man said to his sons, "Do not quarrel with one another."
6. The father said to his son, "Do not waste your time."
7. My teacher said to me, "Never tell a lie."
8. She said to me, "My son, mind your own business."
9. The master said to his servant, "Wash my clothes."
10. I said to my servant, "Polish my shoes."

EXERCISE NO. 8

1. The policeman said to the driver, "Stop the car at once."
2. My father said to me, "Finish your home task first."
3. I said to him, "Trust in God and do the right."
4. She said to her son, "Never tell a lie."
5. She said to him, "Will you lend me your camera for today?"
6. He said to me, "May you get a brilliant success!"
7. He said to me. "Sir, I lost the purse on way to the market."
8. They said, "Hurrah! Our team has won the match."
9. He said, "What a big lie it is!"

EXERCISE NO. 9

1. The teacher said, "Stop making noise."
2. The traveller said, "Can I have a room?"
3. He said to Shahid, "Do not read so faster."
4. He said to his brother, "Do not tell a lie."
5. He said to Akmal, "Will you help me?"
6. He said to me, "What is your name?"
7. He said to the stranger, "Who are you?"
8. She said, "Good-bye, my brother"

9. The traveller said, "What a fine morning it is!"
10. He said to his servant, "Don't stand here."

EXERCISE NO. 10

1. The traveller said, "What a fine day it is!"
2. Asim said, "We like mangoes."
3. He said, "I completed my drawing half an hour ago."
4. They said to us, "Have you ever visited the Murree Hills?"
5. The boy said to me, "What do you want me to do?"
6. The mother said to her daughter, "May God bless you with a son."
7. I said to him, "Let us have a cup of tea."
8. His mother said to the little boy, "Tell me the whole truth."
9. I said to him, "Where are you going?"
10. Amjad said to me, "I wrote a letter to Anwar yesterday."

EXERCISE NO. 11

1. I said to him, "Fetch me a glass of water."
2. He said to me, "Honesty is the best policy."
3. The teacher said, "Sit down boys."
4. I said to him, "When will you come back?"
5. He said to me, "I have done my work."
6. Hamid said to his friend, "Please lend me your book."
7. He said, "Let me go home."
8. Aslam said, "May I come in, Sir?"
9. She said, "Fortune favours the brave."
10. He said to her, "I live in this building."

EXERCISE NO. 12

1. He said, "They are not doing their duty well."
2. He said to me, "Are you going to Lahore today?"
3. She said to me, "Where do you live?"
4. He said to his sister, "Please! say something."
5. She said, "Alas! I am ruined."
6. Najma said to her friend, "I am reading a book."
7. I said to Amjad, "Where did you go yesterday?"
8. Akbar said to Sheikh, "Where did you go yesterday?"
9. His father said to Ahmad, "Do not waste your time."
10. I said to him, "Can you lend me your camera for a few days?"

EXERCISE NO. 13

1. I said to him, "Fetch me a glass of milk."
2. I said to Komal, "God helps those who help themselves."
3. The little girl said, "Alas! I have lost my beautiful doll."
4. I said to Ahmad, "One of my neighbours is a postman."
5. They said, "Let us go for a walk."
6. He said, "Let them take rest today."
7. She said, "May I take your book?"
8. He said, "She may go home now."
9. He said, "No pains, no gains."
10. Father said to me, "Do not waste your time."

EXERCISE NO. 14

1. He said to me, "Please show me the way to the post office."
2. He said to me, "Where is your father now?"
3. She said to him, "May you live long!"
4. The teacher said to the student, "Do not sit here."
5. He said to his friend, "Let us go to the zoo."
6. He said, "The world is cold and cruel to us."
7. She said to me, "Go and buy some fruit."
8. She says, "When I was a child, I was very happy."
9. He said, "I saw that film last year."
10. She said, "I shall go to France next month."

EXERCISE NO. 15

1. We said to her, "May you prosper!"
2. He said to me, "Do not sit here."
3. He said to us, "Please do not make a noise."
4. He said to me, "Good bye! I shall see you again."
5. He said, "How beautiful the rose is!"
6. The father said to his daughter, "Do not tell a lie."
7. She said, "Man is mortal."
8. Aslam said to his son, "Work steadily."
9. They say to you, "We have seen it."
10. He will say to me, "I am quite young."

EXERCISE NO. 16

1. He said to me, "Do you have any share in this firm?"
2. The teacher said, "Whose book is this?"
3. He said to her, "Please, fetch me a glass of water."

4. I said to my friend, "Let us play football."
5. Father said to me, "Do not keep company with bad boys."
6. He said to me, "I may come late this evening."
7. She said, "Let the children play some game."
8. She said to him, "He will betray your trust."
9. He said, "Alas! We have lost the match."
10. She said to her teacher, "Please allow me to leave the class."

EXERCISE NO. 17

1. She said to me, "Can you tell me what the time is?"
2. He said, "Stop making a noise."
3. He said to me, "I am going to my school."
4. He said, "The dog is a faithful animal."
5. He said, "Alas! I am ruined."
6. He said, "They may come tomorrow."
7. He said to her, "Are you ill?"
8. He says to me, "I shall help you."
9. I said to him, "Speak the truth."
10. He said to me, "I like this book."